



3/10/2021

**Addendum #1 to Bid 002419  
TWO TEMPORARY PAYROLL SPECIALISTS**

Change the above referenced Invitation to Bid to agree with this addendum.

Q. Who is the current incumbent on this contract? And what is the current pricing on the contract?

A. There is not an incumbent. There is not a current contract.

Q. What is the budget allocated to this contract?

A. \$ 22,040 each for 1,000 hours each

Q. What is the contract duration?

A. 1000 hours each

Q. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

A. There is not an existing contract.

Q. Is it a multiple award contract?

A. No, single vendor award.

Q. Regarding budgeted compensation range for a full-time payroll specialist with LSUHSC, since there is the possibility that candidates in these temporary positions could become full-time employees, it would be helpful that we understand your budget for these roles.

A. \$45,000

Q. Is it required that candidates have PeopleSoft software experience or preferred since knowledgeable payroll people could learn PeopleSoft?

A. It is not required for candidates to have PeopleSoft experience. It is preferred, but the bid is not awarded on preferred qualifications.



Q. Regarding the payroll experience with companies over 1,500 employees in the Minimum Qualifications section, since there are not many companies in our area with this many employees, would applicants with experience doing payroll for many hundred employees be considered acceptable candidates?

A. Change the Minimum Qualifications to state:

“Bachelor’s in Accounting, Business Administration, Finance or other related field,  
and 2 years of accounting or payroll experience with a company of over 1500 employees with  
diverse pay salary plans,

or

Bachelor’s in Accounting, Business Administration, Finance or other related field,  
and greater than 2 years accounting or payroll experience with a company of 500 or more  
employees with diverse pay salary plans”

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